



Department of Child Services

Employee Recognition Bonus Program Nomination Form

Person Nominating (Completing form):

Position/Department:

Date of Nomination:

Nominated Employee Information

Employee Being Nominated:

Start Date:

Employee ID:

Job Title:

Supervisor:

Department:

Type of Recognition

- Team Player Award (\$100)
- Rock Star Award (\$250)
- Champion for Hoosier Children Award (\$500)

Justification

Provide specific details below (request will not be reviewed without justification). Describe the nominee's significant contribution to DCS. What outcomes have been achieved? In what ways has the person's performance been outstanding?

Routing

The Team Player (\$100) and Rock Star (\$250) awards will require final approval by the Deputy Director. The Champion for Hoosier Children (\$500) award will require approval by the Chief of Staff/Agency Head. All approved award forms must be forwarded to DCSRecognitionProgram@dcs.in.gov for processing/tracking as well as the requesting supervisor to notify the employee.

Direct Supervisor

Amount Award Approved

Date

Department Manager/Local Office Director

Amount Award Approved

Date

Regional Manager

Amount Award Approved

Date

Deputy Director

Amount Award Approved

Date

Agency Head/Chief of Staff Approval

Amount Award Approved

Date